

**To:** Sisk, Richard[Sisk.Richard@epa.gov]  
**Cc:** Sisk, Richard[Sisk.Richard@epa.gov]  
**From:** R8LOTUSI/R8/USEPA/US  
**Sent:** Wed 8/12/2015 3:32:32 PM  
**Subject:** Please confirm that your recent conference room request is booked on the central calendar.  
Re-book the appointment if does not appear.08/18/2015

To change the times, dates or other information, you must delete your appointment, and resubmit.

## **Nonresponsive Conference Code**

Please call the Conference Center staff at 312-7078 if you have any questions.  
You will be contacted if your request is adjusted by the facilities managers. Thanks for using the automated room reservation system.